



## **JOB DESCRIPTION**

Title: **CITY ATTORNEY**

Department: Attorney

Class Code: 1150

FLSA Status: Exempt

Effective Date: July 1, 1982 (Rev. 09/2017)

Grade Number: 36

### **GENERAL PURPOSE**

The City Attorney handles all legal matters for the City, its Mayor, City Council, Redevelopment Agency, City Boards and Commissions and City departments; directs prosecution of criminal cases within the jurisdiction of the Murray Justice Court; and manages the Murray City Attorney's Office.

### **EXAMPLE OF DUTIES**

- \*-- Represents and serves as legal counsel to the City, its elected officials, employees, boards and commissions in all civil matters including litigation in Federal and State courts and administrative agencies.
- \*-- Represents the Redevelopment Agency of Murray City including the preparation and negotiation of development agreements.
- \*-- Administers and supervises the prosecution of criminal cases within the jurisdiction of the Murray Justice Court including the criminal processes related to screening, discovery and trials; administers and supervises all criminal appeals originating from Murray Justice Court.
- \*-- Handles all claims filed against the City.
- \*-- Pursues legal claims on behalf of the City.
- \*-- Involved with the City Risk Manager in directing the City's Risk Management Program including claims adjustment, defending liability claims, handling workers' compensation claims, working with insurance providers and evaluating and retaining proper insurance coverage.
- \*-- Prepares all ordinances and resolutions for the City, its Mayor, City Council, boards, commissions and agencies.
- \*-- Approves all City agreements for legality.

- \*-- Handles all legal matters for Power, Water, Sewer, Storm Drain and other utilities, including rate disputes, claims, contracts, acquisition of easements and other real property, water rights and compliance with utility regulations.
- \*-- Works with Bond counsel and the City's underwriter on the issuance of bonds.
- \*-- Acts as principal negotiator on all City contracts, including contracts involving the purchase and sale of real property.
- \*-- Prepares formal legal opinions as required.
- \*-- Along with the City Recorder, responds to GRAMA requests and handles any appeals to the State Records Committee or District Court.
- \*-- Responds to subpoenas served on the City and its employees.
- \*-- Advises the Mayor, the Council, City departments, boards and commissions on State legislative issues.
- \*-- Performs internal investigations regarding misconduct or criminal activities of City officials or employees.
- \*-- Attends meetings of the City Council and the Redevelopment Agency of Murray City.
- \*-- Supervises City Attorney office employees.
- \*-- Manages the work of the City Attorney's office and its budget.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Graduated from an accredited law school with a JD degree and eight (8) years of practical experience in a legal capacity. At least five (5) years must have been legal practice in a municipal organization OR any equivalent combination of education and experience.

### **Special Requirements**

- Must be a member of the Utah Bar Association at the time of appointment.

### **Necessary Knowledge, Skills and Abilities**

- Working knowledge of federal, state, and municipal law and legal terminology with emphasis on municipal law; working knowledge of city organizations and specific legal aspects regarding city departments.
- Skill in writing; skill in absorbing raised issues and evaluating conflicting contentions.

- Ability to communicate effectively verbally and in writing; ability to apply very general arguments to specific instances.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet software; phone; fax and copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE:\_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE:\_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE:\_\_\_\_\_

\*Essential functions of the job.